

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[HOA Board Member Name or Management Company Name]
[HOA Name]
[Address]
[City, State, Zip Code]

RE: Follow-Up Request for Association Documents - [Property Address]

Dear [Name of Contact Person or HOA Board],

I am writing to follow up on my previous request dated [Date of Original Request] regarding the delivery of specific Homeowners Association documents for my property located at [Your Address].

As of today, I have not yet received the following items:

- [Document Name 1, e.g., Current Budget]
- [Document Name 2, e.g., Meeting Minutes from Date]
- [Document Name 3, e.g., Updated CC&Rs]

According to [State Law or HOA Bylaw Section], these records are to be made available to members within [Number] days of a written request. I would appreciate it if you could provide these documents via [Email/Mail] or inform me when they will be available for inspection.

Please let me know if there are any copying fees associated with this request so that I may provide payment promptly.

Thank you for your time and assistance in this matter. I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]